

Iowa Department of Education
Bureau of Nutrition, Health and Transportation Services

USDA FY 2010 Food Service Equipment Assistance Grant Application

Applications for the Equipment Assistance Grant must be **postmarked by April 28, 2010.**

Applications postmarked after this date will not be accepted. **Fax/email submissions will not be accepted.**

SCHOOL FOOD AUTHORITY (SFA) APPLICATION

1. Agreement Number: _____ SFA Name: _____

2. SFA Equipment Assistance Grant Application Contact:

Name _____

Email _____

Phone _____

3. Does the SFA have funds available to contribute a portion of the equipment cost?

☐ YES ☐ NO

4. SFA is submitting individual school grant application(s) for how many **SCHOOLS?** _____

(Complete ONE SCHOOL APPLICATION (pages 3-4) for each school and piece of equipment the SFA is requesting funds for and attach to SFA Application, pages 1-2)

5. SFA is submitting an application for a **CENTRAL KITCHEN or PRODUCTION KITCHEN** that produces meals for more than one school and transports food to other schools?

☐ YES ☐ NO

(Complete the CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION (pages 5-6) to cover all funds requested and attach to SFA application, pages 1-2)

6. SFA/School Capitalization Policy* _____

*(Attach copy of SFA's capitalization policy if under \$5,000.00)

7. Does the SFA anticipate having more than 3 months operating balance at the end of the 2009-2010 school year?

☐ YES ☐ NO

The undersigned SFA representatives certify that:

- **All Federal, State, and Local procurement laws pertaining to the purchase of equipment will be followed when purchasing equipment with FY2010 Food Service Equipment Assistance grant funds.**
- FY 2010 equipment assistance grants will be expended by February 28, 2011.
- The SFA will submit actual invoices documenting approved grant purchases and approved related costs and that expenses, in excess of the approved grant amount, will be the responsibility of the local school district.
- Equipment purchased with these grant funds will be used in operating the National School Lunch Program.
- Equipment purchased with grant funds will not be sold without prior approval from the Iowa Department of Education/Bureau of Nutrition, Health and Transportation Services.
- The SFA will comply with recordkeeping and reporting requirements related to these funds.
- The information in this application packet is true and correct to the best of my knowledge.

Superintendent _____ Date _____

Business Manager _____ Date _____

Authorized Representative _____ Date _____

Food Service Director _____ Date _____

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must be postmarked by April 28, 2010.**

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SEND APPLICATIONS TO:

Patti Harding, Administrative Consultant
FY 2010 Food Service Equipment Assistance Grant
Nutrition, Health and Transportation Services
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Reminder: Make a copy for your file prior to submission.

SCHOOL APPLICATION - EQUIPMENT ASSISTANCE GRANT

(Complete ONE SCHOOL APPLICATION for each school the SFA is requesting equipment funds for and attach to SFA Application) Note: if you are requesting more than one piece of equipment for this school, you must complete pages 3 and 4 for each piece of equipment, unless the request is for more than one of the exact same pieces of equipment, i.e. two reach-in refrigerators with the same specifications.

1. Agreement Number: _____ SFA Name _____
2. Requesting Equipment For: _____
- | | |
|-------------------------|------------------------|
| Name of School Building | School Building Number |
|-------------------------|------------------------|
- Address of School: _____

3. October 2009 Claim Information:
- (a) Enrollment (Line 2 of claim) _____
- (b) Unduplicated Count of Eligible Students on October 31, 2009
- Free _____ (bottom of claim)
- Reduced Price _____ (bottom of claim)
- Percent Eligible _____ (calculate)
- (c) Total Average Daily Participation for this school in October, 2009: _____
- (Total meals served divide by days meals served)

4. Equipment requested: Applicants are expected to thoroughly research the equipment being requested. All Federal, State, and Local procurement laws pertaining to the purchase of equipment must be followed. **Complete the general equipment information and estimated costs below and staple the equipment specifications or description of the item (type of equipment, features, functionality, capacity, etc.) that will be used in the bid purchasing process.**

☐ New Equipment ☐ Renovation of Equipment ☐ Replacement of Equipment

Equipment Information	
Item	
Make and Model Equivalent to	
Size	
Estimated Life	
Frequency of Use	

Estimated Expenses	Amount of Grant Fund Support Requested	Funded with Other Dollars
Equipment		
Delivery		
Installation		
Other – Attach Description		
Disposition of Old Equipment		
Total Expense per Unit		
Number of Units		
Total Expense for All Units		

5. If equipment is being replaced, describe condition/age of equipment and what will be done with the old existing equipment.

6. Is this piece of equipment part of new construction where funds have been set aside to purchase equipment?

☐ YES ☐ NO

In responding to Questions 7 and 8, use the following format: 1" margins, double space, 12 pt. font, 2 page limit. At the top of each page list the SFA name and school name. Staple these responses to this page.

7. **Equipment purchases must fall into at least one of the four focus areas** (described on Page 2 of the memorandum.) The SFA selected focus area(s) numbered: _____ for this school.

Describe how the equipment for which funding is requested **will impact the focus area(s) selected**; justify why the equipment is needed; and why grant funds are needed to support the procurement.

- If you selected **Focus Area #1.**: Describe below how the purchase of this equipment lends itself to improving the quality of school food service meals that meet the dietary guidelines.
- If you selected **Focus Area #2.**: Describe below how the equipment will improve the safety of food served in the school meal programs.
- If you selected **Focus Area #3.**: Describe below how this equipment will improve the overall energy efficiency of the school food service operation.
- If you selected **Focus Area #4.**: Describe below how the equipment will allow for expanded participation in a school meal program.

IMPORTANT: Given the focus areas, the State Agency will not approve funding for computerized software or hardware.

8. Describe the process used to develop the cost estimates.
9. If the SFA is requesting more than one piece of equipment for this school, please rank the order of your preference. Rank the top most desired piece of equipment with a 1, the second most desired piece as 2, and so forth. This piece of equipment is ranked: _____

CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION EQUIPMENT ASSISTANCE GRANT

(Complete the CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION for each piece of equipment the SFA is requesting funds for and attach to SFA Application) Note: if the SFA requests more than one piece of equipment for this kitchen complete pages 5 and 6 for each piece of equipment, unless the request is for more than one of the exact same piece of equipment, i.e. two ovens with the same specifications.

1. Agreement Number _____ SFA Name _____
2. Requesting equipment for: _____
Name of Central Kitchen or Production Kitchen School Building Number

Address of CENTRAL KITCHEN or PRODUCTION KITCHEN:

3. October 2009 Claim Data: Identify schools served by the Central Kitchen or Production Kitchen and report the information below for each school. (Attach extra sheet if necessary)
 - (a) Enrollment (Line 2 of claim)
 - (b) Unduplicated Count of Eligible Students on October 31, 2009
 - Free _____ (bottom of claim)
 - Reduced Price _____ (bottom of claim)
 - Percent Eligible _____ (calculate)
 - (c) Total Average Daily Participation for each school in October, 2009: _____
(Total meals served divide by days meals served)
4. Equipment Requested: Applicants are encouraged to thoroughly research the equipment being requested. All Federal, State, and Local procurement laws pertaining to the purchase of equipment must be followed. **Complete the general equipment information and estimated expenses table below and staple either the equipment specifications or description of the item (type of equipment, features, functionality, capacity, etc.) that will be used in the bid purchasing process.**

☐ New Equipment ☐ Renovation of Equipment ☐ Replacement of Equipment

Equipment Specifications	
Item	
Make and Model Equivalent to	
Size	
Estimated Life	
Frequency of Use	

Estimated Expenses	Amount of Grant Fund Support Requested	Funded with Other Dollars
Equipment		
Delivery		
Installation		
Other – Attach Description		
Disposition of Old Equipment		
Total Expense per Unit		
Number of Units		
Total Expense for All Units		

5. If equipment is being replaced, describe condition/age of equipment and what will be done with existing equipment:

6. Is this piece of equipment part of new construction where funds have been set aside to purchase equipment?

☐ YES ☐ NO

In responding to Questions 7 and 8, use the following format: 1" margins, double space, 12 pt. font, 2 page limit. At the top of each page list SFA name and Central Kitchen or Production Kitchen name. Staple these responses to this page.

7. **Equipment purchases must fall into at least one of the four focus areas** (described on Page 2 of the memorandum.) The SFA selected focus area _____ for the Central Kitchen or Production Kitchen.

Describe how the equipment for which funding is requested **will impact the focus area(s) selected;** justify why the equipment is needed; and why grant funds are needed to support the procurement.

- If you selected **Focus Area #1.**: Describe below how the purchase of this equipment lends itself to improving the quality of school food service meals that meet the dietary guidelines.
- If you selected **Focus Area #2.**: Describe below how the equipment will improve the safety of food served in the school meal programs.
- If you selected **Focus Area #3.**: Describe below how this equipment will improve the overall energy efficiency of the school food service operation.
- If you selected **Focus Area #4.**: Describe below how the equipment will allow for expanded participation in a school meal program.

IMPORTANT: Given the focus areas, the State Agency will not approve funding for computerized software or hardware.

8. Describe the process used to develop the cost estimates.
9. If the SFA is requesting more than one piece of equipment for this school, please rank the order of your request. Rank the top most desired piece of equipment with a 1, the second most desired piece as 2, and so forth. This piece of equipment is ranked: _____